



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111



JOB OPPORTUNITY Number 04-196 - Amendment

WISCONSIN ARMY/AIR NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 27 October 2004	CLOSING DATE: 27 November 2004
POSITION: Assistant Inspector General Position Description Control #N0253 GS-1801-9	LOCATION: The Inspector General's Office, Wisconsin National Guard Joint Force Headquarters Madison, WI
SALARY RANGE: GS-9, \$40,454 to \$52,591 annually	TYPE OF APPOINTMENT: Competitive Standard Work Week Required

Also on our web site at: <http://dma.wi.gov/tech.asp>

Job Opportunity Number 04-196 is amended to clarify the competitive status requirements. Applicants will only be accepted from current Federal employees serving under a career or career conditional appointment or candidates with reinstatement eligibility. Individuals must include a copy of their last SF-50 showing their competitive status.

Selected candidates will be required to attend and successfully complete the Department of the Army three week long Inspector General Course and Department of the Air Force one week long Installation Inspector General Course within 120 days of appointment. Failure to complete both courses will result in non-disciplinary removal from position.

Selected candidate must already possess or be eligible to receive a "Secret" security clearance. Failure to obtain clearance will result in non-disciplinary removal from position.

*** ELIGIBILITY/NOTES ***

- ? Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- ? Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- ? Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- ? **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**
- ? Must be a United States Citizen.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*** REQUIRED QUALIFICATIONS ***

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others. Specialized Experience: **GS-9: Must have 1 year equivalent to at least GS-7 level; **Specialized** experience must have demonstrated the following knowledge, skills, and abilities:**

- a. Ability to understand legal provisions, regulations, and administrative procedures and to apply them to specific situations.
- b. Ability to conduct extensive research, analyze written and numerical data, draw conclusions and make decisions.
- c. Ability to communicate with others, both orally and in writing.
- d. Ability to analyze problems and apply sound judgement in assessing alternative solutions.
- e. Ability to coordinate work with others.

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- f. Ability to work independently in planning and conducting tasks.
- g. Knowledge of computer data entry, various software packages such as Microsoft Office and database management.

Substitution of Education for Specialized Experience: Specialized experience requirements may be met in full or partially within the following levels: **GS-9:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related;

Evaluation Method: All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

Brief Description of Duties and Responsibilities: Serves as an Assistant Inspector General within the Office of the Inspector General of the Wisconsin National Guard Joint Force Headquarters. Incumbent is responsible for receiving, analyzing, investigating, researching, processing, and responding to requests for assistance and complaints from soldiers, airmen, civilian employees, and dependents assigned or attached to the Wisconsin Army and Air National Guard and worldwide from private citizens, retired military personnel, and Federal employees and their dependents. Conducts Army and Air National Guard Inspector General (IG) inquiries and assists in the conduct of IG investigations. Conducts informal and formal interviews of complainants, witnesses, subjects, and suspects to determine facts, circumstantial evidence, hearsay, documentation, or other matters of importance. Protects the confidentiality of sources and complainants. Researches regulatory guidance (punitive and non-punitive), DOD Directives, Army and Air Force regulations, policy memorandum, internal standard operating procedures, and DOD ethical guidance to identify issues, allegations, and IG appropriateness. May be involved in the planning for and conduction of IG inspections of units within the Wisconsin National Guard. Will be actively involved with teaching and training targeted populations based on the results of complaint analysis, investigative reports, and inspections. Must be able to perform duties as outlined and in accordance with Army Regulation (AR) 20-1 and Air Force Instruction (AFI) 90-301. Performs other duties as assigned.

*** HOW TO

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- ? Announcement number and title of the position for which you are applying.
- ? Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
- ? A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
- ? **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** Failure to demonstrate these experience requirements may result in disqualification. List all of pertinent military schools and training completed (if applicable).
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). **To insure credit for education** you must include a copy of your transcript(s).
- ? Applicants should include a DMA Form 181 or Standard Form 181.
- ? Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- * Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail fedhrfeedback@wi.ngb.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HR no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}, All HRO's

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